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Date: 12/1/99 7:34 PM
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TO: alpha-pi-boule-rpc@eGroups.com at ~Internet2
Subject: [alpha-pi-boule-rpc] REGIONAL PLANNING COMMITTEE: Regional B
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Kudos to Bill Chapman for setting up our conduit for widespread and effective communication. Thanks also Bill for giving an overview of the Tuesday night meeting. I thought the enthusiasm of the attendees was excellent and although we came away with more questions than answers, we have the makings of good chemistry within the committee. I mentioned that developing Objectives for the event was of prime importance for us to develop a program that will be the hi-light of our meeting. Those Objectives should be specific and measurable, and when evaluated will tell us how well they were met. This will help us to reach our Goal of hosting the best Regional ever. The planning of this meeting will not be difficult, but will require some work and commitment. Plus, we will have fun.

Thoughts for the next meeting. I have been a meeting planner for 12 years and the Planning Process pretty much remains the same, almost mechanical. There are standard parts and specific procedures for putting the pieces together. Some tasks cannot occur until others are complete. However before the final product we must:

1) Identify all tasks
2) Make assignments
3) Develop timelines and completion dates

The tasks include, but are not limited to:

Site Selection
Program Development
Budget
Marketing and Promotion
Speaker Recruitment
Transportation
Registration and Attendee Service
Housing
Food and Beverage
Audio/Visual Requirements
Program Evaluation
Others as presented

These are sub-committees that must be set up to accomplish the integral pieces that I spoke about earlier. Think about the above items and bring your ideas, suggestions and Program Objectives to our January 18 meeting for input and discussion.

Squire, John and I were given specific tasks to accomplish in reference to past regionals, attendance, and national requirements. Leon has already indicated that National will set or approve our date. We will have more info on these items in January.

Bob Countryman, CMP
Regional Planning Committee